

No. 26016-1/2010-Admn.II  
Government of India  
Ministry of Agriculture  
Department of Animal Husbandry, Dairying and Fisheries  
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Krishi Bhavan, New Delhi  
Dated the 5<sup>th</sup> April, 2010

To

As per list attached

Subject:- Quotation for repair/servicing/overhauling of staff cars Jeep etc of Ministry of Agriculture, Department of Animal Husbandry, Dairying and Fisheries.

Dear Sir,

I am directed to invite your quotation for the repairs/servicing/overhauling of the staff cars, Jeep etc. of this Department. A list of items of repair jobs etc. is enclosed. It is requested that the labour charges being charged for these items may please be furnished. It may be noted that the cost of spare parts, lubricating oil and lathe work etc. will be paid in addition to the labour charges. The rates are to be quoted in the enclosed list only and should be valid up to 31.5.2011 failing which quotation will not be considered.

2. Sealed quotation superscribed 'QUOTATION FOR REPAIR /SERVICE/ OVERHAULING OF STAFF CARS, JEEP ETC. should reach the undersigned in Room No. 436-A, Krishi Bhavan, New Delhi by 11.00 AM on 26.04.2010 at the latest. The quotation will be opned in the presence of representatives of the firm, who may desired to be present on the same date at 3.30 PM at the above premises.
3. The payment will be on credit basis and will be made after verification, etc. within one month from the date of receipt of the bill. The Department reserves the right to reject any quotation without assigning any reason thereof.
4. The proposed arrangement shall be valid for a period of one year from its commencement. The Contract shall be subject to the following terms & conditions:-
  - (i) The workshop should have the sufficient experience and infrastructure to undertake servicing, repairs, overhauling and all kind of Mechanical/Electrical works. The workshop should also be well equipped to undertake all type of denting/painting jobs.
  - (ii) The spare parts to be provided should be of original make/genuine quality and the rates should be as-per the approved rate lists of the OEMs. The old/replaced parts shall be the property of the Department and will have to be returned by the workshop to the Department along with inventories of the parts replaced. The workshop shall stand guarantee for the parts

replaced for a minimum period of six months. **A copy of the price list of genuine spare parts should also be enclosed.**

- (iii) The workshop should have sufficient parking space/work area within their premises without any infringement of public place, so that the driver of the vehicle is not booked for unauthorized parking when the vehicle is taken to the garage for repairs etc.
- (iv) The workshop will be required to attend to the defects indicated in the work order issued by this Department on priority basis. If any additional work, not indicated in the work order, is required to be carried out in the vehicles the workshop shall intimate/ submit the estimate to the Department well before attending to the same.
- (v) The workshop should submit the copies of the contracts to them by other Ministry/Departments of the Government of India in order to prove their competence to undertake the repair of the Government vehicles.
- (vi) No advance payment will be made in any case. The payment arising out of this contract shall be made on receipt of pre-receipted bills after the job has been undertaken to the satisfaction of this Department.
- (vii) In case the contractor fails to cope with the workload or does not render satisfactory service the contract awarded to him shall be cancelled forthwith without giving any notice or without assigning any reason whatsoever and his performance Security and payment due to him, if any, shall be forfeited. In this connection, decision of the Department shall be final and binding on the contractor.
- (viii) The Department reserves the right to reject or to accept any quotation, whole or in parts without assigning any reason therefore. This Department also reserve the right to renew the contract for such period(s) as it may deem necessary taking in to account, of course, the satisfactory services rendered by the contractor during the currency of the contract.
- (ix) The quotations shall be accompanied by an earnest money of **Rs.10,000/- (Rupees Ten thousand only)** in the form of crossed Demand Draft in favour of DDO, Department of Animal Husbandry, Dairying & fisheries (Cheque/Cash not accepted). The quotations received without earnest money or with Cheques/Cash shall be summarily rejected without assigning any reason therefore and no tenderer shall have the right to represent against it even if his quotation happens to be the lowest. The earnest money shall be forfeited if the contractor declared successful declines the offer or does not accept the work for any reason, whatsoever. The earnest money of the firms whose quotations are not approved shall be release after the award of the contract to the successful tenderer.
- (x) **The tenderer whose quotations are finally accepted, shall have to deposit a sum of Rs. 30,000 (Rupees Thirty thousand only) in the form of guarantee from a nationalized Bank or a fixed deposit of the amount as Performance Security.** The Department reserves the right to forfeit the Performance Security in the event of the firm violating any of the terms and conditions of the contract or not providing satisfactory service.

- (xi) The quotations shall be sent in the enclosed quotation proforma (Annexure II) devised for the purpose and its columns or their arrangement shall neither be tampered with nor amended/modified.
- (xii) The decision of the Department in respect of disputes arising out of the resultant contract shall be final and binding.
- (xiii) The rates should be quoted clearly and no alternations/corrections/over-writings are permitted. The rates should be firm and valid during the entire period of contract, which shall initially be for a period of one year.
5. Interested competent firms may submit quotations in the enclosed proforma in sealed cover along with the list indicating cost of spare parts (Annexure III) addressed to the Under Secretary (Admn.), Department of Animal Husbandry, Dairying & Fisheries, Room No. 436-A, Krishi Bhawan, New Delhi so as to reach him latest by 11:00 AM on 26-04-2010. The sealed cover containing quotations and other documents may be deposited in the Tender Box placed in the Room no. 436-A, Krishi Bhawan, New Delhi. The cover should be superscribed as "QUOTATIONS FOR MAINTENANCE OF STAFF CARS OF DADF". The tender will be opened at 3:30 PM on the same day. Tenderers or their representatives (not more than one per firm) are welcome to be present at the time of opening of the tenders. The terms and conditions of the contract mentioned in the foregoing paragraphs may please be read carefully before sending your quotations.

Yours faithfully

*P.L. Meena*  
(P.L. Meena)

Under Secretary to the Government of India  
Tel. 011-23382779

To:

1. As per list attached. (BY SPEED POST)

2. Technical Director, NIC with request to place this tender on the web site of Ministry of Agriculture, Department of Animal Husbandry, Dairying & Fisheries.

*P.L. Meena*  
(P.L. Meena)

Under Secretary to the Government of India  
Tel. 011-23382779

**Details of Staff Cars in possession of D/o AHD & Fisheries**

<b>S.No.</b>	<b>Vehicle No.</b>	<b>Make</b>	<b>Model</b>
1.	DL-2CM-9260	14.05.2004	Ambassador
2.	DL-2CM-9261	14.05.2004	Ambassador
3.	DL-3CBN-4086	25.03.2009	Ambassador
4.	DL-2CQ-1854	07.01.2007	Esteem-VX
5.	DL-1VA-5238	16.09.2004	Jeep (Mahindra-Marshal)
6.	DL-2CM-9890	10.9.2004	Ambassador

**CONTRACT FOR THE REPAIR/SERVICING OF STAFF CARS OF THE  
DEPARTMENT OF ANIMAL HUSBANDRY DAIRYING & FISHERIES**

1. Name of the Workshop: \_\_\_\_\_  
Service Station \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Telephone No. \_\_\_\_\_
4. Distance from Krishi Bhavan  
(In Kilometers-approx.) \_\_\_\_\_
5. Amount of Bank Draft \_\_\_\_\_ Draft No. \_\_\_\_\_  
Dated \_\_\_\_\_
6. Name of issuing Bank \_\_\_\_\_
7. No. of years of Experience in  
Repair/Maintenance work of Govt. Vehicle \_\_\_\_\_
8. Name & Address of other Ministries/Department who have awarded similar contracts  
(Please enclose copies of contracts):
  - (i)
  - (ii)
  - (iii)
  - (iv)
  - (v)

We submit herewith our lowest rates for different kinds of maintenance work in respect of staff cars of the Department of Animal Husbandry, Dairying & Fisheries to the enquiry letter No. 26016-1/2010-Admn.II dated 05.04.2010 as per list attached.

We undertake to replace defective/worn out parts/componenets with original/genuine spares as per list of the manufacturers with \_\_\_\_\_% discount.

(Signature)  
NAME OF THE FIRM & STAMP

## ANNEXURE-II

SCHEDULE OF SERVICE / LABOUR CHARGES

S.No.	Name of Work	Charges
<b>SERVICING</b>		
1.	Servicing & Lubrication	
2.	Dry Servicing & Lubrication	
3.	Greasing the car only	
4.	Rubbing & polishing the car	
5.	Replacing oil filter & engine oil change	
6.	Washing	
7.	Engine tuning	
8.	Pollution check up	
Note: Combined rates for the above 7 items (except S.No.8) may be quoted		
<b>ENGINE</b>		
1.	Engine assy removing & refitting	
2.	Taking compression test	
3.	Engine overhauling	
4.	Engine Decarbonizing	
5.	Cylinder head gasket change	
6.	Engine tune up including tappet	
7.	Engine timing setting	
8.	Timing chain change	
9.	Radiator cleaning after opening	
10.	Water pump overhauling	
11.	Engine main and big end.	
12.	Bearing replacing and adjusting	
13.	Replacement fly wheel ring/geer	
14.	Replace fan belt	
15.	Fuel pump overhauling	
16.	Front stab. Bush change	
17.	Replacing choke & accelerator wire	
18.	Carburetor cleaning and adjustment	
19.	Distributor cleaning and adjustment	
20.	Checking fuel average with one liter of petrol Extra	
21.	Removing and refitting radiator	

22.	Cleaning radiator	
23.	Replacing radiator hosepipe	
24.	Replacing oil pressure pipe	
25.	Radiator leakage repair	
26.	Replacing ignition coil	
27.	Replacing engine foundation/mounting each	
28.	Coolant kit fitting	
29.	Rear main oil leakage rectification	
30.	Engine lathe / machine job	
<b>BRAKES</b>		
1.	Foot brake adjustment	
2.	Hand brake adjustment	
3.	Brake general overhauling	
4.	Overhauling Master cylinder & bleeding	
5.	Brake lining change	
6.	Replacing rear brake drum each	
7.	Replacing front brake drum	
8.	Replace front wheel oil seal (each)	
9.	Replace rear wheel oil seal each	
10.	Replace hand brake cable	
11.	Replace master cylinder and bleeding	
12.	Complete overhauling of brake system (master cylinder, wheel cylinders, brake line, bleeding & adjustment) lathe job for drum turning extra	
13.	Brake lathe job	
<b>GEAR BOX</b>		
1.	Gear Box assly. Remove & refit	
2.	Gear Box assly overhauling	
3.	Replace front oil seal (including engine remove and refit)	
4.	Replace rear oil seal	
5.	Gear Level replacing (Hand)	
6.	Replacing gear linkage ball joint each	
7.	Adjusting gear and linkage	
8.	Overhaul gear leakage	
9.	Replace gear plate	
10.	Replace Gear control rod of pivot bracket	

## STEERING

- |     |   |
|-----|---|
| 1.  | Removing and refit steering assembly                                    |
| 2.  | Welding rear shocker flooring plate, under petrol tank remove and refit |
| 3.  | Replacing steering wheel  |
| 4.  | Steering overhauling  |
| 5.  | Replace top and bottom felt/column bush                                 |
| 6.  | Replacing steering boot (each) Toe-in                                   |
| 7.  | Replace hall joint  |
| 8.  | Replace column boot   |
| 9.  | Only adjuster searing   |
| 10. | Welding shocker plates (each) Toe-in                                    |
| 11. | Wheel alignment   |
| 12. | Steering lathe work   |

## SUSPENSION

- |     |  |
|-----|--|
| 1.  | Complete front suspension overhauling                                |
| 2.  | Only adjust front suspension   |
| 3.  | Complete rubber bush kit replacing (front & rear)                    |
| 4.  | Replace rear spring/coil assembly                                    |
| 5.  | Replace tie bar bush (one side)                                      |
| 6.  | Removing one shock absorber & replacing worn out bushes (each front) |
| 7.  | Both rear spring re-cambering and refitting extra leaf               |
| 8.  | Remove and refit front wheel oil seal                                |
| 9.  | Replacing front suspension bush                                      |
| 10. | Torsion bar replacing (one side)                                     |
| 11. | Suspension lathe job   |

## REAR AXLE

- |     |  |
|-----|--|
| 1.  | Remove and refit rear axle assembly                              |
| 2.  | Differential overhauling   |
| 3.  | Differential repair  |
| 4.  | Differential lathe work  |
| 5.  | Replace pinion oil seal and torque pinion nut to specifications. |
| 6.  | Replace rear axle shaft (one side)                               |
| 7.  | Replace differential packing for leakage                         |
| 8.  | Replace rear axle bearing (one side)                             |
| 9.  | Replace rear axle oil seal (one side)                            |
| 10. | Replace rear brake drum (each)                                   |

<b>PROPELLER SHAFT</b>		
1.	Propeller shaft remove and refit	
2.	Propeller shaft universal joint changing	
3.	Balance of Propeller shaft	
4.	Replace propeller shaft splinted yoke	
5.	Shaft lathe work	
<b>FUEL TANK</b>		
1.	Remove, clean & refit fuel tank	
2.	Replace petrol tank hardboard cover	
3.	Replace fuel tank hose pipe	
4.	Replace petrol flexible pipe (each)	
<b>ELECTRICAL</b>		
1.	Battery recharging	
2.	Alternator overhauling	
3.	Self starter overhauling	
4.	Horn tune up (each)	
5.	Indicator repairing	
6.	Speedometer cable change	
7.	Wiper machine overhauling	
8.	General electrical check up	
9.	Complete front wiring change	
10.	Head light bulb changing and focusing the light	
11.	Wiper arm / blade replace each	
12.	Replacing head light switch	
13.	Replacing fuel meter	
<b>BODY</b>		
1.	Door lock adjustment each	
2.	Door glass machine overhauling	
3.	Door glass machine electric overhauling	
4.	Door glass change	
5.	Dickey lock repairing	
6.	Replace Door gola set	
7.	Replace Door rubber beading change	
8.	Padding of front seat (each)	
9.	Door hinge pins repairing	
10.	Removing & replacing rear wind screen glass / rubber	
11.	Removing & replacing front wind screen glass / rubber.	



## Statement of cost of spare parts

	Name of work	Rates (Rs.)
1	Engine Overhauling (OH)	
2	Engine Decarbonising	
3	Cylinder head gasket change	
4	Engine tuning including tappet	
5	Timing chain change	
6	Radiator cleaning	
7	Replacing oil pressupre pipe	
8	Replacing engine foundation	
9	Rear Main oil seal	
10	General Brake O H	
11	Break lining cleaning	
12	Replacing rear brake drum each	
13	Replacing front brake drum each	
14	Replacing TMT oil seal each	
15	Replacing hand brake cable	
16	Replacing master cylinder	
17	Gear box assy overhauling	
18	Replacing front oil seal	
19	Gear lever replacing	
20	Replacing sterring assy. (wheel)	
21	Steering overhauling complete	
22	Replacing top & bottom bushes	
23	Replacing ball joint	
24	Replacing colour boot each	
25	Complete front suspension overhauling	
26	Complete rubber bush kit replacing	
27	Replacing rear spring coil assby	
28	Torsian bar replacing	
29	Differential overhauling	
30	Rear Excel bearing (one side)	
31	Shaft joint changing each	
32	Tank clean	

33	Petrol flexible pipe	
34	Altinator overhauling	
35	Self starter overhauling	
36	Speedometer cable	
37	Wiper motor overhauling	
38	Front wiring change	
39	Wiper Blade each	
40	Head light assembly	
41	Back light assembly	
42	Indicator assembly	
43	Fuel pump assy MPFI	
44	Door Glass	
45	Dicky lock	
46	All door gola change	
47	Door rubber beeding	
48	Front wind screen rubber	
49	clutch overhauling	
50	Silencer pipe replacement	
51	New Exide battery (with return of old battery)	
52	New Exide battery (without return of old battery)	
53	Water pump assembly	
54	Ignition coil	
55	complete set of loose seat covers	
56	complete set of curtains	
57	All door panel change (with lamination)	
58	Wheel bearing (Front)	
59	Wheel bearing (Rear)	
60	Complete foot set mats	
61	complete carpet set	
62	Wheel covers	
63	Perfume	
64	steering cover	
65	Number platè change (one)	
66	Number plate change (both)	
67	Watch	
68	Shockers (Front)	
69	Shockers (Reat)	

70	Kamani overhaul	
71	Disc pads	
72	Timing belt / bearing	
73	Popular shaft	
74	Amphlifier	
75	Horn set	
76	Film on window glasses	
77	Mudguard mirror	
78	Catalytic convertor	
79	Accelator Wire	
80	Fuse Box	
81	Door lock (one side)	
82	Door lock (complete set)	
83	Beat seat	
84	Running Board dent & paint	
85	Namda on all doors	